



**COUNTY OF YORK JOB DESCRIPTION**  
**BUILDING INSPECTOR – ELECTRICAL**  
**EDS/BUILDING REGULATION**

Human Resources Division  
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**GENERAL STATEMENT OF JOB**

Performs skilled inspection work in securing compliance with established codes governing the installation and alteration of electrical systems and equipment. Inspects all phases of electrical installations and alterations for quality of workmanship, materials and safety precautions; interprets, applies, and enforces rules and regulations relating to the construction of new buildings and the repair of existing buildings; and interpretation, application, and enforcement of rules and regulations relating to electrical installation in new and existing buildings. Checks plans and specifications for proposed installation to ensure the codes and ordinances have been followed. Work is performed under general supervision.

**ESSENTIAL JOB FUNCTIONS**

Inspects electrical installations and facilities for compliance with code requirements; checks plans and specifications for the proper installation and connections of fixtures; investigates complaints concerning buildings that may not comply with the electrical code; conducts structural, plumbing, and/or mechanical inspections as well.

Performs inspections of new and existing residences (including mobile homes), businesses, and other buildings for conformance with electrical standards, codes, and ordinances; prepares job cards and approves or rejects installations.

Maintains all necessary records and reports on inspections; completes electronic inspection reporting using Hansen Data Base.

Studies relation of laws to new electrical developments; reviews and studies electrical code regulations to stay informed of changes in electrical codes and ordinances; completes necessary classes to maintain required inspection certification.

Inspects the repair and maintenance of electrical installations in County buildings.

Investigates new materials and methods which are being introduced to determine if they are acceptable under the code.

Confers with contractors and others regarding electrical codes and plans.

Testifies in court as required.

### **ADDITIONAL JOB FUNCTIONS**

Performs damage assessment inspections as needed.

Performs other related work as required.

### **ENTRY KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of electrical systems and theory, including installation and repair work on electrical systems.

Thorough knowledge of safety procedures and precautions associated with the installation and repair of electrical systems.

Thorough knowledge of the National Electrical Code.

Effective communication skills.

Ability to investigate and inspect electrical work for compliance to code.

Ability to prepare and maintain records and reports pertaining to inspection work.

### **EDUCATION AND EXPERIENCE**

Graduation from high school, and 3 to 5 years experience as a licensed electrician; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

### **SPECIAL REQUIREMENTS**

Must possess a valid certification as an Electrical Inspector, or have the ability to become certified within six months from date of hire. Possession of a valid driver's license issued by the Commonwealth of Virginia. Requires an electrical journeyman's card.

### **PHYSICAL & MENTAL STANDARDS NEEDED FOR ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment including amp meters, volt meters, calculators, phase testers, etc. Must be physically able to operate a motor vehicle. There is a great deal of walking and standing while performing the inspections, some stooping when checking equipment at pump stations, some climbing of ladders and stairs, and occasional lifting of objects weighing between 5-50 pounds.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

## BUILDING INSPECTOR – ELECTRICAL, FY2004 COMPENSATION STUDY

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments and/or directions from others.

**Language Ability:** Requires the ability to read a variety of correspondence and reports, permits, architectural drawings, electrical diagrams and schematics, blueprints, etc. Requires the ability to prepare correspondence and reports, forms, logs, etc., using prescribed format.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to use and interpret building codes. Must be able to communicate effectively.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; and to utilize basic systems of algebra.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using machinery and equipment, and to operate motor vehicles.

**Manual Dexterity:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress.

**Physical Communication:** Requires the ability to talk and/or hear.

**Prepared by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Approval:** \_\_\_\_\_